HOW TO REGISTER A MERCHANT ACCOUNT WITH PAYFAST

Completing the online application takes only 10-15 minutes.
These instructions apply to individuals (not businesses) and illustrations are for pc/laptops and may be different for smaller mobile devices (phones).

Have the following documents available for upload (JPG or PDF files):

1. Bank account confirmation letter OR a bank statement issued in the last 3 months
2. Proof of residence (Utility account or your Lease Agreement)
3. Valid South African ID or Passport

STEP 1

Open the Payfast website - https://payfast.io/

In the top righthand (on pc/laptop) click "**Sign me up**".
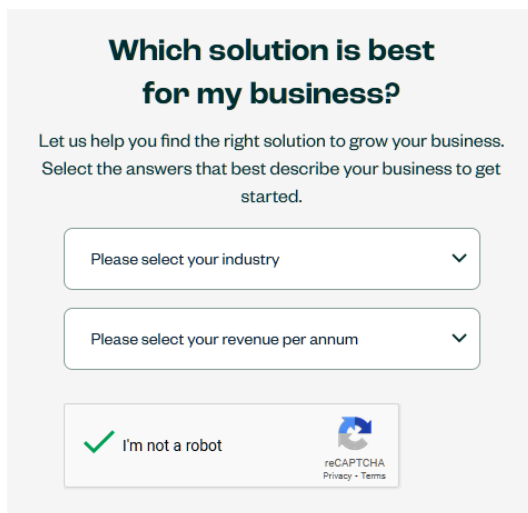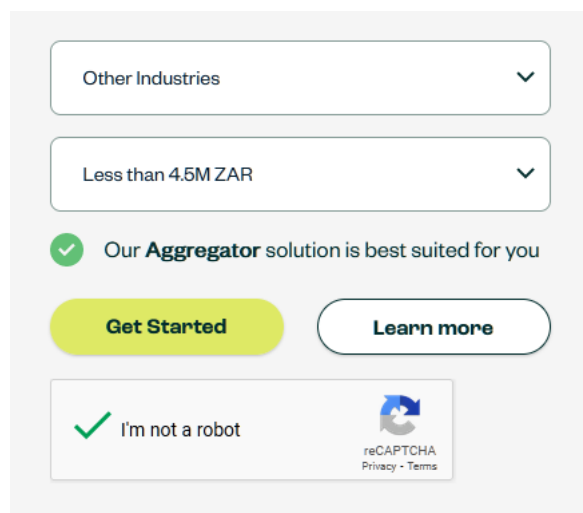
The next page will open.
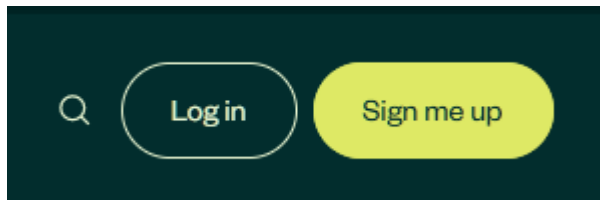
STEP 2   (Choose your Solution)

Complete the form:

- Please select your industry: Choose "**Other industries**"
- Please select your revenue per annum: Choose what applies to you

Click "**Get Started**" – The next page will open.

STEP 3 (Select Account Type)

Complete the form:

- Type your email address (check that it is correct)
- Type a password

Select Account Type: Choose **Sole Trader**

Click **"Continue"** - the next page will open

Register for a Payfast Account Today

Sign up to accept online payments with South Africa's leading payment gateway.
Payfast has no monthly fees and offers free setup and local support.

Email Address

> name@yourdomain.com

Choose Password

> Password   👁

Select Account Type

🏢 **Company**

For registered companies wanting to receive payments

ⓐ **Sole Trader**

For sole proprietors wanting to receive payments

♥ **Non-Profit**

For non-profit organisations wanting to raise funds

💵 **Buyer**

For people wanting to manage their purchases and subscriptions

Continue

STEP 4 (Business Information)

Complete the form:

- Type your Name
- Choose Industry: "**Othe**r"
- Type your Contact number
- What is your primary online platform": Choose "**No Website Or Social Media**"
- What type of goods or services do you plan on receiving payment for?
  IMPORTANT: For Payfast to approve your merchant account you need to provide the following answer:
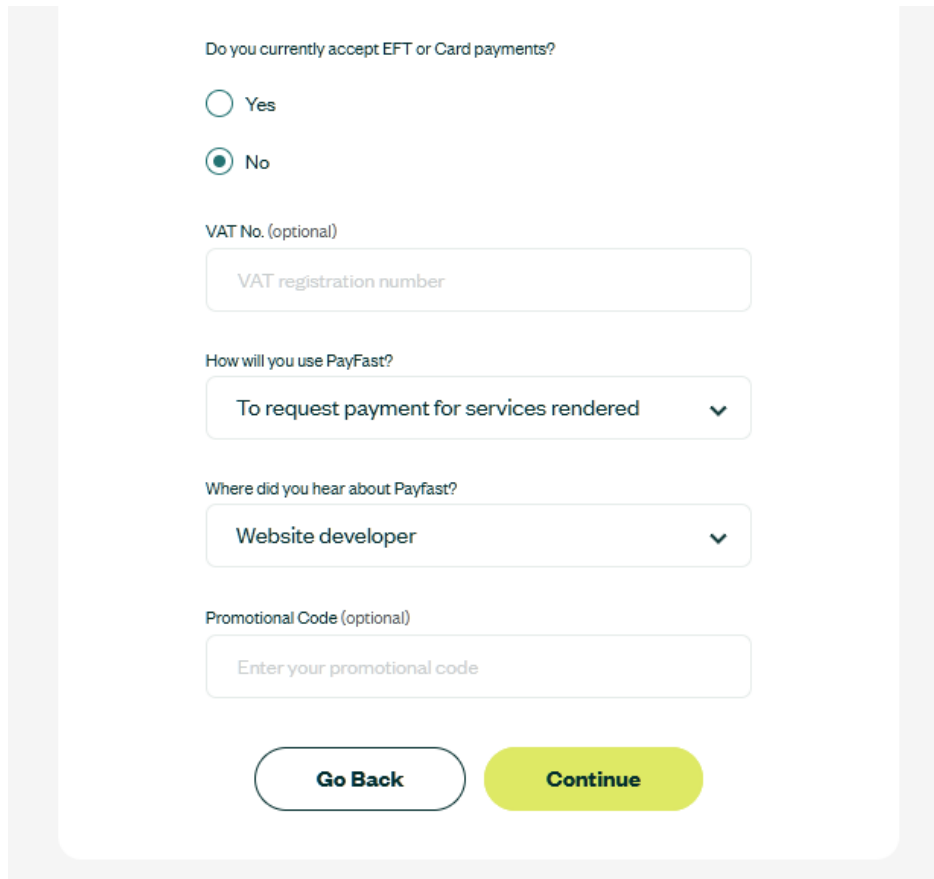 **I am an independent contractor who provides a moderation/reviewing service to RedPaint Mobile for which I want to receive payment via PayFast. I am not a registered business and do not own a website.**

- Do you currently accept EFT or Card payments? Choose "**No**"
- How will you use Payfast: Choose "**To request payment for services rendered**"
- Where do you hear about Payfast: Choose applicable

Click **"Continue"** - the next page will open

Do you currently accept EFT or Card payments?

○ Yes

● No

VAT No. (optional)

VAT registration number

How will you use PayFast?

To request payment for services rendered ⌄

Where did you hear about Payfast?

Website developer ⌄

Promotional Code (optional)
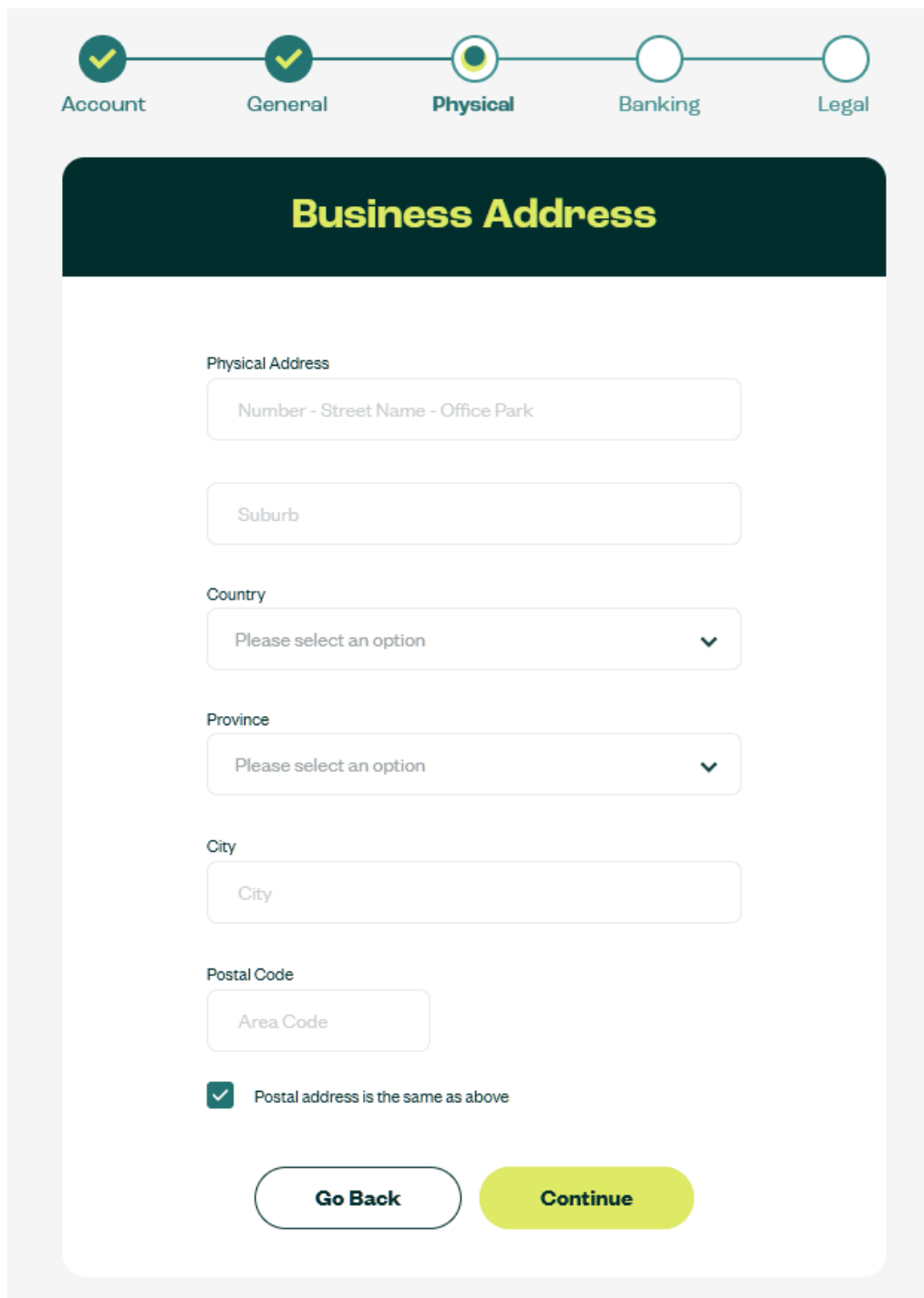
Enter your promotional code

Go Back   **Continue**

STEP 5 (Business address)

Complete the form:

- Complete all fields providing your (home) address (this address must correspond with your Proof Of Address document that you must later upload)

Click **"Continue"** - the next page will open

STEP 6 (Banking Details)

Complete the form:

- Complete all fields providing your Banking Details (this bank account details must correspond with your Bank Letter or Statement that you must later upload)

Click **"Continue"** - the next page will open

STEP 7   (Account Holder Information)

Complete the form:

- Complete all fields providing the bank account holder's details (this information must correspond with your Bank Letter or Statement that you must later upload)

Click **"Finish"** - the next page will open

STEP 8 (Your registration was successful)

Check your email!
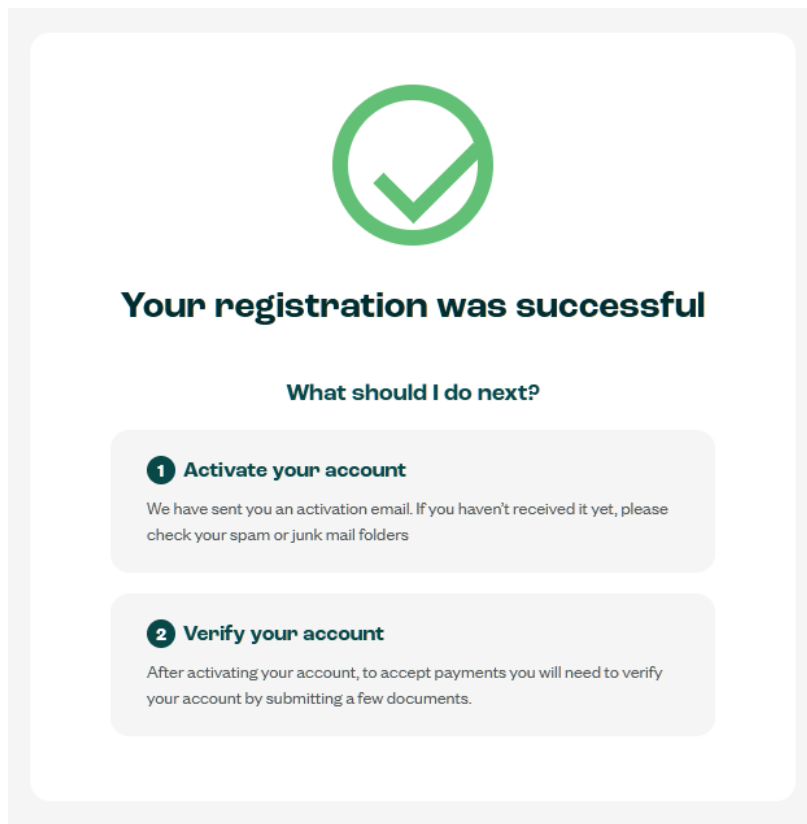
STEP 9 (Activate your account)

In the email you received from Payfast, click **'Activate Now"**
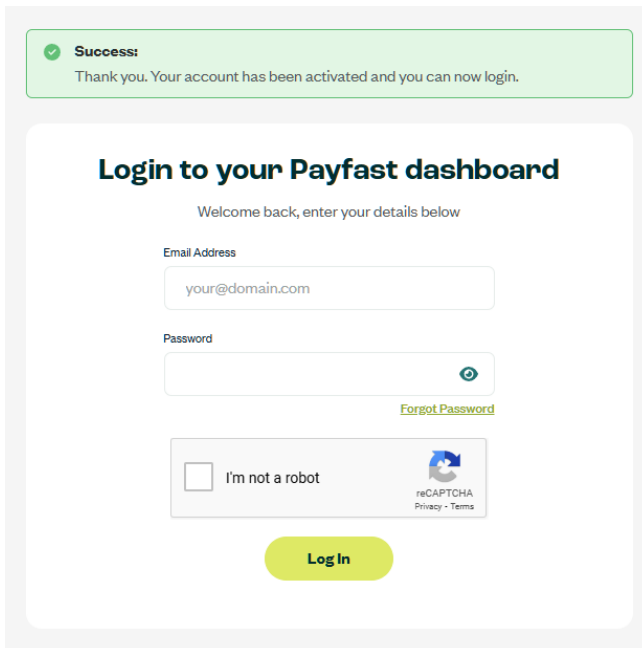
STEP 10 (Verify Your Account)

- Sign into your Payfast account
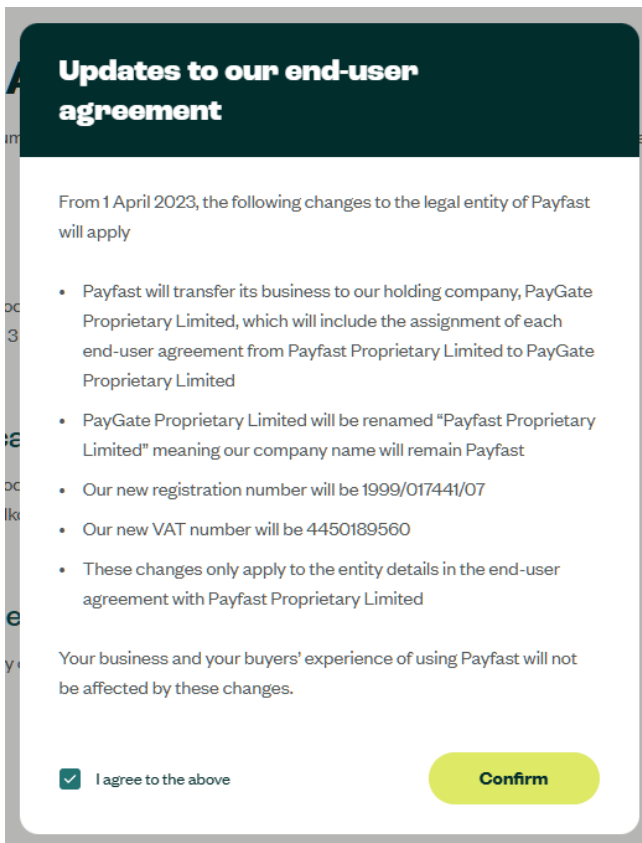
Agree to the end-user agreement: tick the check box

Upload the three required documents (JPG of PDF files)

Verify Your Account

Once received, we'll review your documents as soon as we can and send you an email about your verifications status. Learn more about acceptable documents for verification.

⊙ **Bank account**

A clear scanned or digital document as proof of bank account showing your name and bank account number, like a bank statement issued in the last 3 months or a confirmation letter from your bank.

Upload Document

Document missing

⊙ **Proof of physical address**

A clear scanned or digital document as proof of physical address, such as the first page of a lease agreement, an account statement from Telkom, rates and taxes statement or another official document.

Upload Document

Document missing

⊙ **Identity document**

A clear scanned colour copy of your ID, such as a valid passport, driving license, ID book or both sides of an ID card.

Upload Document

Document missing

Cancel   Submit Documents

You will see the following green confirmation messages after you clicked "**Submit Documents**"

Account

Verify Your Account

Once received, we'll review your documents as soon as we can and send you an email about your verifications status. Learn more about acceptable documents for verification.

➖ Thank you for submitting your verification documents. We'll be in touch via email once we've had a chance to review your documents.

✓ **Success :**
Bank account document **62819909039-confirmation.pdf** successfully uploaded.   ✕

✓ **Success :**
Proof of physical address document **Huur Kontrak-SJ-TLA.pdf** successfully uploaded.   ✕
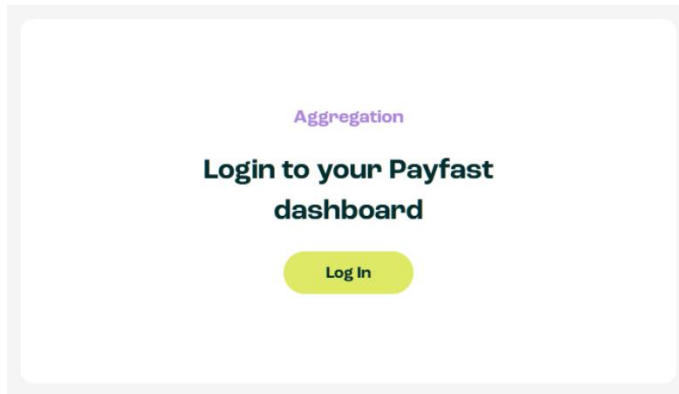
✓ **Success :**
Identity Document of PayFast account holder if not a director document **ID-LDWAdamson.jpg** successfully uploaded.   ✕

Payfast will send you an email once your account has been verified.

STEP 11 (Get your **Merchant ID**)

- Sign back into your Payfast account (Dashboard)

- Find your Merchant ID in the top-right corner of the screen.

    This is the Merchant ID number which you must provide when you apply for a RedPaint Moderator.